



## UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF NORTH CAROLINA

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### **Revised VACANCY ANNOUNCEMENT**

<b>POSITION:</b>	Official Court Reporter
<b>ANNOUNCEMENT:</b>	23-05
<b>LOCATION:</b>	Winston-Salem, NC
<b>CLASSIFICATION LEVEL/SALARY:</b>	\$88,333 - \$101,582 <i>Depending on experience and qualifications.</i>
<b>TERM:</b>	Permanent
<b>STARTING DATE:</b>	<b>January 2, 2024</b>
<b>CLOSING DATE:</b>	Open until filled <i>Priority consideration given to applications received by <b>November 30<sup>th</sup>, 2023.</b></i>

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### **POSITION DESCRIPTION**

The United States District Court for the Middle District of North Carolina is seeking qualified applicants for a full-time Official Court Reporter. The official duty station is **Winston-Salem, North Carolina**, with occasional travel to Greensboro and Durham required. This position requires the ability to record verbatim testimony of any judicial proceeding, to read back any or all portions of the court record and to produce transcripts and copies, at the request of a party or the Court, within time frames and costs established by the Judicial Conference of the United States. Court reporters must adhere to the requirements set out in *The Guide to Judicial Policy* the local *Court Reporter Plan*. The incumbent must maintain accurate, legible records which are auditable; and maintain and safeguard records until they are disposed of according to statutory requirements and Judicial Conference policy. An official court reporter is appointed to serve at the pleasure of the court en banc. **Court reporters are granted substantial flexibility to engage in telework when their presence in court is not required.**

### **QUALIFICATIONS**

At least four years of prime court reporting experience in the freelance field of service or in other courts or a combination thereof and have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association or passed an equivalent qualifying examination. Candidates are required to utilize computer-assisted transcription and provide real-time feed for any judicial officer and staff without charge. Candidates must possess

and provide all necessary personal equipment and software to be compatible with court equipment. Merit and/or real-time certification preferred. The successful candidate must possess excellent organizational and communication skills, work well under pressure and be willing to work as part of a team of reporters in order to fulfill the needs of all judicial officers of the court. In addition, the candidate must possess tact, good judgment, poise, initiative, and always maintain a professional appearance and demeanor.

**Note:** In addition to the starting salary for court reporters set by the Judicial Conference, an official court reporter is entitled to transcript fees from any party who has contracted with the court reporter for transcript services. Transcript fees are subject to maximum rates as set by the Judicial Conference.

### **BENEFITS**

Federal benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System and matching and tax-deferred Thrift Savings Plan. Optional participation in Federal Health Insurance, Federal Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance. Telework opportunities available when court schedules permit.

### **INFORMATION FOR APPLICANTS**

Travel and relocation expenses will not be reimbursed. Final candidate is subject to an FBI background check and continued employment contingent upon favorable suitability determination. Applicants must be U.S. citizens or eligible to work in the United States. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

### **TO APPLY:**

Submit resume, a completed Application for Federal Employment, a cover letter (all in PDF format), and a photo copy of certifications to: [ncmdml\\_persnnl@ncmd.uscourts.gov](mailto:ncmdml_persnnl@ncmd.uscourts.gov).

***The United States District Court is an Equal Opportunity Employer.***